

RMS

Case File  
Sanitized - Approved For Release - CIA-RDP70-00211R000100320008-6

Records #  
Records Maint

Office of Communications, Rm 2020 I Bldg.

2 December 1957

25X1A9a ATTN : Mr. [REDACTED]

Chief, Records Management Staff

Office of Communications Material Support Branch Survey

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1. In response to a request from Miss [REDACTED], the following recommendations on equipment suitable for storage of card files are submitted. Consideration has also been given to future requirements based on information furnished by the Branch.

2. Recommendations.

a. That the Simplified machine or its equivalent be installed to provide maximum storage and to facilitate reference.

Considerations:

The floor weight-loading limitations and security considerations will not permit use of this type equipment in the present office space. It is understood that some thought is being given to a vaulted area and one which will permit heavier floor loading in another part of the building for this operation. Present volume of cards is approximately 200,000 with an expected increase of around 50,000 in the next two years. This volume and the frequent reference activity is considered sufficient to justify use of mechanized equipment.

b. An alternate recommendation is the use of the 4 drawer safe-type equipment with card trays. In the event this operation resulting in the present office space future expansion should be accommodated by equipment lighter in weight than the 5 drawer card safes now in use. This suggestion is prompted by the fact that the floor load now exceeds the approved safety limit, these cards must be stored in 3-way combination lock type equipment, and the weight of the 4 drawer Remington Rand Safe is approximately 750 pounds as compared to 1250 pounds for the 5 drawer card safe.

3. Literature on the equipment suggested in "a" above has been furnished to the Branch. I will be glad to give any further assistance to you or your staff that you may desire.

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Mgt/S/RMS [REDACTED] bgh  
:skm (2 Dec 57)

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